



WARREN

Documents You May Want to Ask for When Working a Machinery & Equipment Claim

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Information to request that may be helpful to an engineering investigation:

- Date and location of the incident.
- Contact person(s) and telephone numbers.
- Employer's first report of injury or loss.
- Witness, operator, supervisor and management statements taken after the incident.
- Copies of any depositions that have been taken.
- A detailed description of how the incident occurred.
- Photographs and videotapes of the incident scene before it was disturbed.
- Copies of any documents related to the original installation of the machine, or product, including but not limited to specifications, proposals, purchase orders and change orders.
- A complete set of design, fabrication, assembly, electrical and hydraulic control circuit drawings.
- Copies of any safety meeting minutes or incident reports prepared after the incident.
- Information on the employee safety training program.
- A copy of the injured employee's personnel file.
- For machinery, equipment or products; the manufacturer, date manufactured model number, serial number and local representative or distributor information.
- Copies of maintenance and run sheets for the machinery or equipment in question.
- A list of any remedial changes or improvements that were made to affect the safety of the machine or equipment following the incident.
- In addition to requesting the above documents, you may want to set up an appointment for an engineer to inspect, photograph and videotape the machinery or equipment involved in the incident, in both an operating and idle condition. An onsite scheduled just before lunch time often allows the engineer to see the machine running. Then during the lunch break, the machine can be observed in idle condition.